

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. Department of Health and Human Services	
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	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF); Construction and Renovation; Electronic Submission of Real Property Standard Form (SF) 429 and Attachments	

CHILD CARE AND DEVELOPMENT FUND

PROGRAM INSTRUCTION

To: Tribal Lead Agencies administering child care program under the Child Care and Development Block Grant (CCDBG) Act, as amended and other interested parties.

References: 45 CFR §98.84, 45 CFR §75.318, and CCDF-ACF-PI-2016-05

Subject: Electronic Submission of Real Property Standard Form (SF)-429 and Attachments.

Action Required: Non-federal entities are required to submit reports at least annually on the status of real property in which the federal government retains an interest. As such, beginning on or after September 30 2017, all Child Care and Development Fund (CCDF) Tribal Lead Agencies with real property in which the federal government retains an interest (i.e., real property that was constructed or renovated in whole or in part with CCDF dollars) are instructed to prepare and submit the SF-429 with Attachment A on an annual basis at the same time as their annual ACF-696T Financial Report is due (i.e., by December 29 each year). This information collection is approved under OMB Control No. 3090-0296.

Request Access to OLDC: Tribal Lead Agencies shall submit the Grantee User Account Request Form to their assigned Grants Specialist or Regional Grants Officer (attachment B) in order to access the SF-429 forms in the Online Data Collection (OLDC) system.

Questions: Direct all inquiries to the appropriate Grants Specialist or Regional Grants Officer listed at Attachment B

Shannon Christian
Director
Office of Child Care

Attachments:

- A - Procedures for the electronic submission of Real Property Standard Form (SF) 429
- B - ACF/Office of Grants Management Regional Grants Officers
- C - Grantee User Account Request Form to access the SF-429 forms